

Spec. Code: 2461  
Occ. Area: 07  
Work Area: 007  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 05/09/95

## **MANAGER OF AGRICULTURAL SCIENCES FACILITIES**

### Function of Job

Under administrative supervision from a designated administrator(s), to be responsible for the effective management, maintenance, operation, and security of multiple agricultural sciences buildings and facilities. Employees in this class identify, initiate, coordinate, and supervise the maintenance, repair, remodeling, and construction activities performed by institutional employees or outside contractors.

### Characteristic Duties and Responsibilities

1. is responsible for the management (such as identification, documentation, and initiation) of maintenance, repair, and modernization activities for assigned agricultural sciences facilities
2. is responsible for the coordination and direction of remodeling, custodial, grounds, housekeeping, and related maintenance activities within and among assigned agricultural sciences facilities, which may involve institutional employees (for example, operations and maintenance) or outside contractors
3. arranges for outside contractors when necessary, inspects work performed, and assists in evaluating completed projects
4. is responsible for the planning and coordination of daily use and for the control and coordination of special events and activities within and among assigned agricultural sciences facilities
5. assists building occupants with analyzing needs and developing plans of action to meet their physical facility requirements
6. provides technical advice, designs gas and fluid systems, and ensures that specified gases and fluids related to non-recovery research projects are provided when and where required
7. provides support services to an agricultural science facility involving research animals (such as maintenance of equipment, facility, and environment)
8. is responsible for the security and safety of assigned agricultural sciences facilities
9. monitors, controls, and maintains financial records of expenditures for departmental maintenance, repair, and modernization activities
10. assists in development of budgets for assigned agricultural sciences facilities

11. provides reports relative to the status of facilities and funding requirements
12. is responsible for the selection and supervision of assigned personnel
13. performs related duties as assigned

#### MINIMUM ACCEPTABLE QUALIFICATIONS

##### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:
  - (a) credit for college course work comparable to that leading to a Bachelor's degree in engineering, construction management, or an equivalent field
  - (b) progressively responsible work experience in two or more of the following areas: construction management, building project management, building maintenance and operations management, financial management; and that included agricultural-sciences-related technical and/or mechanical systems and services

that totals 1.0 unit according to the following conversion rates:

120 semester hours (or a Bachelor's degree) of "a" = 1.0 unit

3 years of "c" = 1.0 unit.

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. in addition to the preparation required in #1 above, two years of building construction management, building project management, and/or building maintenance and operations management experience that included supervisory experience in one or more of the above

##### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of heating, cooling, and complex independent airflow systems operations
2. basic understanding of design in structural, electrical, and mechanical engineering
3. familiarity with agricultural-sciences-related technical and/or mechanical systems and services
4. ability to apply knowledge of construction products and materials and building craft jurisdiction
5. ability to organize and coordinate work of others
6. ability to provide quality support service

7. ability to prepare various reports
8. ability to work with minimal supervision